

## MILPERSMAN 1320-155

### ACTIVE DUTY (ACDU) NAVY DEFINITE RECALL PROGRAM FOR RESERVE ENLISTED

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References	(a) 10 U.S.C (b) BUPERSINST 1430.16F (c) BUPERSINST 1001.39F (d) OPNAVINST 6110.1J (e) NAVMED P-117 (f) SECNAVINST 5300.30D (g) DoD 5500.7-R (h) SECNAV M-5510.30 (i) SECNAVINST 1800.2 (j) BUPERSINST 1610.10C (k) SECNAVINST 1770.3D (l) OPNAVINST 3060.7B
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1. **Policy.** This article sets forth eligibility requirements and procedures for enlisted selected Reserve (SELRES) and Sailors assigned to a voluntary training unit (VTU), except those assigned due to High Year Tenure (HYT) to volunteer for temporary recall to fill gapped or vacant Active Duty (ACDU) funded Military Personnel, Navy (MPN) billets under the authority of reference (a), title 12301(d) and title 12311. The recall shall be for a specified period not to exceed 1,095 days. This article does not apply to mobilization of Navy Reserve members or application for ACDU for special work (ADSW).

2. **Purpose.** Temporary recall of enlisted personnel is intended to be a constructive part of a Navy Reserve member's career. It

is not designed to be a career ACDU program. ACDU recalls afford Active Component (AC) commands greater and more efficient access to Reserve Component (RC) resources, further expanding RC support to AC. Recalls also provide RC members with career enhancing opportunities and meaningful work, as well as the pay and benefits to which they are entitled when on ACDU.

3. **Length.** This type of recall shall be for a specified period not to exceed 1,095 days. Definite recall orders under this article for less than 12 months will not be approved or generated. In order to maximize opportunities for all members to serve on ACDU recalls under this article, members being considered or volunteering for follow-on recall orders, regardless of the billet, are required to submit an official request through the process established in this article for consideration by the command and the cognizant community manager.

a. Per reference (a), title 115, a member on voluntary recall to ACDU under this article is included in Reserve end-strength, unless the member exceeds one of the following limits:

(1) A call or order to ACDU that specifies a period greater than 3 years; or

(2) The cumulative periods of ACDU performed by the member exceeds 1,095 days in the previous 1,460 days.

b. It is imperative that all personnel involved in the recall screening and approval process ensure that members do not exceed either of the aforementioned limits without proper consideration on a case-by-case basis.

4. **Extensions of Recall.** Individuals may not continue on ACDU recall without prior approval from Navy Personnel Command (NAVPERSCOM), Affiliation and Redesignation Division (PERS-92) and an authorized order modification. Extensions of existing recall orders will be considered on a case-by-case basis. Supported commands requesting to extend a member on recall under this article must contact NAVPERSCOM (PERS-92) for consideration and approval. Recall extensions shall be validated in the same manner as all other recall opportunities. Members desiring a recall extension may apply for an extension following the application procedures in this article provided the recall position is still a valid requirement. Continuing on recall

beyond 1,095 days of active service in the previous 1,460 days requires Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training and Education Policy Division (N13) authorization.

5. **Advancement Eligibility.** Per reference (b), individuals serving under this program will continue to compete for advancement as SELRES, or VTU members as defined in reference (c). The command to which the member is recalled will be responsible for the exam cycle process (i.e., worksheet preparation, exam ordering, exam administration, etc.). If Reserve advancement was administered prior to recall, advancements must be approved by NAVPERSCOM, Reserve Enlisted Program/Navy Enlisted Advancement System Branch (PERS-812) prior to reporting to ACDU and orders must reflect authorized pay grade.

6. **Billet Vacancies.** Bureau of Naval Personnel (BUPERS), AC Enlisted Community Managers (BUPERS-32) shall identify and forward potential recall opportunities to OPNAV (N13) for validation. After coordinating with OPNAV, Manpower, Personnel, Training, and Education Resource Management Division (N10) to identify MPN funding, OPNAV (N13) will forward validated recall billets to NAVPERSCOM (PERS-92) for advertising via appropriate Web site and Government e-mail distribution systems. Only validated recall billets will be advertised. Enlisted MPN recalls shall be tracked and routinely discussed at quarterly demand planning meetings to ensure they are being utilized appropriately to meet requirements as necessary.

7. **Eligibility.** Applicants must meet the enlistment quality control standards of MILPERSMAN 1160-030. The member's Reserve unit chain of command and Naval Reserve activity (NRA) shall verify eligibility, while NAVPERSCOM (PERS-92) will make the final determination of eligibility. Eligibility criteria include the following:

a. **Age Limit.** Applicants who will reach age 60 during the recall period must obtain an age waiver from NAVPERSCOM, Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913), per reference (c), prior to executing recall orders.

b. **Physical Readiness.** Applicants must meet physical readiness requirements per reference (d), or current NAVADMIN guidance concerning physical fitness assessment standards.

c. **Medically Qualified.** Applicants must meet physical requirements as defined in reference (e). Additional qualifications are:

(1) Applicants shall not be in a temporarily not physically qualified status or a medical retention review status.

(2) Applicants must be either dental class I or II.

(3) Applicants must have documentation of a negative human immunodeficiency virus test, per reference (f), within 12 months of the recall orders start date, or as directed by theater requirements.

d. **Proficiency.** Applicants must have maintained proficiency in their rating, and satisfactory participation in a SELRES unit or VTU as defined in reference (c). Additional factors such as civilian employment and recent ACDU assignments may be submitted to support the proficiency requirement.

e. **Temporary Rate Programs.** Members who enlisted in a program with a temporary rate are not eligible for recall while in a temporary status, and may only apply for a recall opportunity once they have made their new rate permanent. Documentation of permanent rating must be included in the application.

f. **Obligated Service (OBLISERV).** Members must agree to remain on ACDU within the term of their enlistment, or enlistment as extended prior to initiating travel to ultimate duty station.

(1) Members selected for recall under this program must ensure their OBLISERV covers the period of recall. This may be accomplished one of two ways:

(a) NAVPERS 1070/601, Immediate Reenlistment Contract, provided eligibility criteria per MILPERSMAN 1160-030 is met, or

(b) NAVPERS 1070/621, Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 24 months in two extensions when combined with previous extensions on a single enlistment contract. If the member's total extensions will exceed 24 months and or two

extensions, the member must reenlist in the Navy Reserve using NAVPERS 1070/601 prior to orders being issued for a period that exceeds the ACDU obligation by no less than 30 days.

(2) Members selected for recall under this program shall complete NAVPERS 1070/622, Agreement to Recall or Extend ACDU, sections 1 and 2, for the entire period of OBLISERV indicated on the recall authorization.

g. **Conflict of Interest.** Per reference (g) (Joint Ethics Regulation), applicants must be free of potential conflicts of interest stemming from the Reserve member's civilian employment, particularly defense related positions, during the recall period.

h. **Initial ACDU Training (IADT).** Applicants must have completed IADT prior to applying for the recall.

i. **High Year Tenure (HYT) Considerations.** Personnel who may reach their SELRES HYT date during the recall period are required to request a SELRES HYT waiver from NAVPERSCOM (PERS-913) for the period of recall. The HYT waiver request is to be included in the recall package. NAVPERSCOM (PERS-913) will forward the request to the BUPERS (BUPERS-32) for approval or disapproval. BUPERS (BUPERS-32) will forward the determination to NAVPERSCOM (PERS-913). If a waiver is not granted, the individual will not be eligible for recall. NAVPERSCOM (PERS-913) will notify the individual of the results.

j. **Reenlistment while on ACDU.** Members are not authorized to reenlist while on recall without approval from NAVPERSCOM (PERS-92).

k. **E-7 to E-9 Continuation.** E-7 and above Sailors not selected for continuation from the most recent senior enlisted continuation board are ineligible for this program. Members who are in receipt of recall orders, have not yet executed travel, and are not selected for continuation will have orders canceled. Continuation policy and procedures for members who have executed travel or are currently serving on recall orders are provided in the applicable NAVADMIN message announcing the board.

l. **Security Clearance.** Members must have security clearance eligibility for access to classified information as required by the billet description. Security clearance

eligibility will be based on a personnel security investigation prescribed for the level of classification per reference (h).

8. **Sanctuary Considerations.** Per reference (i), Reserve personnel who have 16 years of ACDU service will not be permitted to receive or execute orders without prior permission from OPNAV (N13). A member of the RC who is on ACDU, other than for training, and is within 2 years of becoming eligible for regular retired pay or retainer pay, per reference (a), Chapter 571, but excluding those eligible for non-regular retired pay per reference (a), Chapter 1223, may not be involuntarily released from that duty before they become eligible for that pay unless the release is approved by the Secretary of the Navy. This period of attaining 18 years of cumulative total active service is commonly known as entering "sanctuary." All members applying for recall will be screened for sanctuary impact. NAVPERSCOM (PERS-92) will forward all sanctuary requests to OPNAV (N13) for final disposition per current instruction.

9. **Evaluation Reporting.** The member's ACDU command is responsible for submitting performance evaluations as outlined per reference (j), during the recall period.

10. **Injury or Illness while on Recall Orders.** Reserve members who incur or aggravate injuries, illnesses, or diseases while in an ACDU status may be eligible for incapacitation benefits per reference (k). Commands are to immediately contact NAVPERSCOM, Line of Duty (LOD)/Medical Hold (MEDHOLD)/Medical Records Review Division (PERS-95) via NAVPERSCOM (PERS-92) if a recalled Sailor experiences any injury, illness, or disease which may result in a fitness-for-duty screening and determination while attached to their command. No member on recall orders will be extended for medical reasons without prior approval of their command, NAVPERSCOM (PERS-95), and NAVPERSCOM (PERS-92). Determination of eligibility for incapacitation benefits will be made by NAVPERSCOM (PERS-95).

11. **Leave/Travel.** Supported commands will ensure release of the recalled member prior to conclusion of orders to allow adequate time for travel, processing, and leave if leave is desired.

12. **Administrative Separation.** If administrative separation (ADSEP) is necessary for a member recalled to ACDU under this policy, the ACDU command will be responsible for ADSEP process

using the appropriate MILPERSMAN 1910 articles. Reference (a), section 12312 must be considered and adhered to in executing involuntary separations of temporary recalled personnel. If applicable, recall extensions required to facilitate ADSEP processing will be requested and approved per paragraph 4 of this article.

13. **Application Procedures.** Applications will not be accepted or processed unless requesting a valid advertised vacancy. Applications for positions that are not valid will be returned to the member and his or her command without further action. Reserve members volunteering for ACDU recall will submit requests to NAVPERSCOM (PERS-92) via their NRA with unit commanding officer (CO) endorsement. NAVPERSCOM (PERS-92) will check all applications for completeness and confirm that the applicant is requesting recall to fill a valid requirement. NAVPERSCOM (PERS-92) will forward complete recall requests to the affected gaining command for selection recommendation. The following information should be forwarded in a command endorsement on NRA letterhead, or as enclosures to a command endorsement:

- a. All eligibility criteria per paragraph 7.
- b. NAVPERS 1306/7 Enlisted Personnel Action Request with endorsement(s).
- c. Any non-judicial punishments, courts-martial, or civil infractions in last 48 months.
- d. Endorsement from applicant's medical department representative verifying the member meets all medical requirements listed in paragraph 7c of this article.
- e. Physical Readiness Information Management System printout for the last 4 years.
- f. Last four observed performance evaluations.
- g. Copy of current enlistment agreement (if member reenlisted within 6 months of date of request).
- h. All ACDU documentation including, but not limited to:

(1) Copies of DD-214 Certificate of Release or Discharge from Active Duty for all branches of service in which the member has served.

(2) Copies of all NGB 22 National Guard Report of Separation and Record of Service forms if previous National Guard member.

(3) NAVPERS 1070/605 History of Assignments.

(4) Complete Drill Point Capture Sheet to include all ACDU periods.

i. Address of current NRA.

j. NAVPERS 1070/613 Administrative Remarks, Enlisted Reserve Recall Statement of Agreement per Exhibit 1.

k. HYT waiver request, if the member will reach HYT during recall period, see paragraph 7i.

14. **Selection Procedures.** All forwarded applications will be screened by NAVPERSCOM (PERS-92) to verify eligibility requirements to include 16 year waivers, sanctuary and HYT considerations (if applicable). Applications meeting the criteria established in the recall advertisement and this article will be forwarded to the appropriate gaining command for review and recommendation. NAVPERSCOM (PERS-92) will issue recall orders for the recommended applicant provided the member still meets all eligibility requirements. NAVPERSCOM, Reserve Personnel Management Department (PERS-9) shall have final disapproval authority.

15. **Recall Procedures.** NAVPERSCOM (PERS-92) will issue ACDU orders for approved personnel to report to their local NRA for further assignment (if appropriate), and execute a Reserve Recall Statement of Agreement (Exhibit 1) on NAVPERS 1070/613. The authority for recall will be forwarded to the member's NRA, as indicated on member's application. Recalled members are identified in the Enlisted Master File and the command's Enlisted Distribution and Verification Report as branch and or class "32" and special program indicator "L".

a. The process of establishing an AC master military pay account, gaining to AC personnel systems, enrolling in Defense



Enrollment Eligibility System, and issuing an ACDU identification card will be performed at the Personnel Support Detachment (PERSUPP DET) as directed in the recall orders.

b. Recall orders will direct the member to a PERSUPP DET for further processing after activation at the NRA. If the member is found not eligible either at the NRA or subsequently at the PERSUPP DET, the NRA or PERSUPP DET (as applicable) will contact NAVPERSCOM (PERS-92) for further instruction regarding any change to the member's orders. At the conclusion of the recall period, the member will be processed for release from ACDU as directed in his or her orders.

c. SELRES members are required to contact the career transition office (CTO) 90 days prior to completion of ACDU recall at [CTO.Enlisted@navy.mil](mailto:CTO.Enlisted@navy.mil) for transition assistant assignment to facilitate return to SELRES status. CTO will coordinate drilling NRA and billet assignment (as applicable) with the member, effecting RC gain actions upon separation from ACDU.

d. All members are required to complete a medical assessment no less than 30 days prior to the expiration of recall orders.

#### 16. **Responsibilities**

a. OPNAV (N10) shall program and provide funding for enlisted definite MPN recalls.

b. OPNAV (N13) shall:

(1) Maintain overall policy oversight of this article.

(2) Validate recall opportunities and forward to NAVPERSCOM (PERS-92) for advertisement via appropriate Web site and Government e-mail distribution methods.

(3) Be the final disposition authority of all 16 year waivers and sanctuary requests.

(4) Be the final disposition authority of all extension or reenlistment requests, which would authorize active service of more than 1,095 days in the previous 1,460 days.

c. BUPERS (BUPERS-32) shall:

- (1) Identify MPN recall opportunities and forward to OPNAV (N13) for validation.
- (2) Track and manage MPN recalled enlisted personnel.

d. NAVPERSCOM (PERS-9) shall:

- (1) Screen applications for eligibility, 16-year waivers, sanctuary considerations, and previous ACDU periods that may impact AC end-strength. Applications will not be accepted or processed unless requesting an advertised recall opportunity. All invalid applications will be returned without further action.
- (2) Forward screened recall requests to affected gaining command for selection recommendation.
- (3) Forward 16-year waiver and sanctuary requests to OPNAV (N13) for final disposition.
- (4) Issue orders once member has been selected and approved for recall. Prior to issuing orders, NAVPERSCOM (PERS-92) will verify that member's OBLISERV covers the period of recall. NAVPERS 1070/613 agreements to obligate will not be accepted.
- (5) Coordinate AC affiliation procedures during recall process.
- (6) Prepare necessary documents and execute the RC gain upon return from ACDU.

e. NAVPERSCOM (PERS-812) shall:

- (1) Coordinate advancement exam issues with Naval Education and Training Professional Development and Technology Center to ensure all qualified members on recall orders are offered the opportunity to take the advancement exam.
- (2) Be the adjudicating authority for reenlistment requests for members in a recall status.

f. NRA shall:

(1) Ensure interested members are aware of the eligibility criteria.

(2) Complete activation processing for members selected for recall as follows:

(a) Verify members meet medical, dental, and administrative eligibility requirements.

(b) Assist members with travel and transportation from the member's home to NRA, and from the NRA to supported command.

(c) Transfer members to the local operational support unit, and assign the applicable Manpower Availability Status code.

(d) Complete a Navy Standard Integrated Personnel System (NSIPS) check-out to ACDU transaction.

(3) Through application endorsement, ensure applicants meet all theater specific and security clearance requirements for assignment (if applicable) as delineated in the recall advertisement.

(4) Upon conclusion of the recall, complete deactivation processing to include receipt of medical and dental records (as applicable), completion of NSIPS check-in transaction and counseling on applying for a vacant SELRES billet assignment and TRICARE Reserve select benefits.

g. PERSUPP DET. The servicing PERSUPP DET as identified in the orders shall perform all recall processing requirements as outlined in reference (1).

h. Member shall:

(1) Prior to initiation of the recall orders by the supported command, inform his or her Reserve unit CO and NRA of their intention to execute recall orders.

(2) Comply with the requirements in his or her orders. Members will not commence travel until recall orders are issued.

(3) Immediately report any medical problems that interfere with performance of duty to the supported command.

(4) Obtain approval from his or her supported command CO and NAVPERSCOM (PERS-92) and NAVPERSCOM (PERS-95) prior to commencing elective surgery or medical treatment. Approved elective medical or surgical treatments, including any subsequently required periods of medically restricted duty, must be completed prior to the recall orders end date per reference (e).

(5) Not be extended for medical reasons without prior coordination with and approval of NAVPERSCOM (PERS-92) and NAVPERSCOM (PERS-95).

(6) Inform his or her civilian employers of impending recall orders per reference (c).

(7) Provide any additional documentation to the supported command for inclusion with the recall application package as required.

(8) Sign statements of understanding with regard to the recall orders as applicable.

(9) Provide in member's recall application package all ACDU documentation as indicated in paragraph 13h.

(10) Acknowledge in writing the accuracy of his or her cumulative ACDU service by signing Exhibit 2.

17. **Adjudication Authority.** The table below summarizes adjudication authorities:

Overall Policy	Navy Total Force Plans and Policies, OPNAV (N13)
Recall Requirement Validation	OPNAV (N13)
Approval Authority for Recall Applicants	NAVPERSCOM (PERS-9)
Activation/Deactivation Procedures	PERSUPP DET/NRA
Order Writing	NAVPERSCOM (PERS-92)

**EXHIBIT 1**  
**ENLISTED RESERVE RECALL STATEMENT OF AGREEMENT**

(Executed on NAVPERS 1070/613, Administrative Remarks)

DATE: I, (full name), do hereby voluntarily agree to remain on Active Duty for (months).

I understand that I will be released from Active Duty upon expiration of this obligation. Should I desire retention by either extending my current Active Duty recall orders or via another valid and advertised definite recall opportunity, I will submit a recall application, per MILPERSMAN 1320-155, 6 months prior to the expiration of my current Active Duty recall orders. I will include a supported command endorsement verifying my eligibility in the recall application. I understand that I must receive authority from Navy Personnel Command, Reserve Personnel Management Department (PERS-9) for such retention prior to executing a new Active Duty assignment.

As a matter of information, I understand that in order to qualify for a non-regular (Reserve) retirement, as outlined in BUPERSINST 1001.39F, I must be able to complete 20 years of qualifying service prior to age 60.

It is my responsibility to ensure that all periods of Active Duty are properly documented in my service record and in my recall application. Failure to do so may result in my removal from recall consideration or early termination of recall orders. I have read, understand, and agree to the above conditions.

\_\_\_\_\_  
Member's Signature

WITNESSED: \_\_\_\_\_  
Name, Rank/Rate, Branch/Class, Title

**EXHIBIT 2**  
**CULMULATIVE ACTIVE DUTY SERVICE STATEMENT**

(Executed on NAVPERS 1070/613, Administrative Remarks)

(Date): I have reviewed my cumulative Active Duty service and certify that my cumulative Active Service is (years) and (months). I understand that if this is less than my actual cumulative active service my Active Duty orders are subject to termination. I understand that additional Active Duty time is creditable towards my Reserve retirement.

\_\_\_\_\_  
(Member's Signature)

Witnessed:

\_\_\_\_\_  
Name, Rank/Rate, Branch/Class, Title